

Outlook 2003 Hands On Training
Classes are scheduled for April 9, 16 & 23 from 9 -12 noon
TIS Computer Lab

Overview/Navigation:

- What's New!
- Navigation Pane
- Mail/All Folders (Shortcuts)
- Reading Pane/Auto View
- Folder List

Mail:

- Review - Create and Replying to Emails
- Envelopes
- Request a Delivery or Read Receipt
- Scheduling Emails to Send Out
- Create Rules (Alerts, Auto Print, Flags)
- Create Mailbox Sub Folders
- Recall a Sent Message
- Recover a Sent Message
- View Mailbox Size
- Auto & Manual Email Archiving
- Deleting Emails in the Sent and Deleted Items Folders
- Auto Empty Deleted Items Folder

Calendar:

- Scheduling an Appointment (Individual or Private)
- Scheduling a Meeting
- Sharing Calendars
- Viewing Shared Calendars
- Out of Office Assistant
- Auto Signature
- Auto & Manual Calendar Archiving

Contacts:

- Using & Updating Global Address List
- Creating Personal Distribution Lists

Misc:

- Notes
- New Task/Task Request
- Barracuda Email Archiver Plug-in
- Accessing Outlook from Outlook Web Access